



DA/Harassment Helpful Hints

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| <p><i>Forms requested to e- file an OFP</i></p> | <p>Certificate of Representation</p> <p>Law Enforcement Sheet http://www.mncourts.gov/forms/public/forms/Domestic_Abuse/Order_for_Protection/OFP105 - Ramsey.doc</p> <p>Information Sheet about the Petitioner (<i>only the petitioner's contact information is needed</i>) http://j00000swebstg:85/forms/public/forms/Domestic_Abuse/Order_for_Protection/OFP104.doc</p> <p>Petition/Affidavit for OFP http://www.mncourts.gov/default.aspx?page=513&item=244&itemType=formDetails</p> <p>Addendum (<i>this document may be added to the end of the petition and does not require it's own event code</i>) http://www.mncourts.gov/Documents/2/Public/Harassment/ADDENDUM.doc</p> |
| <p><i>Forms requested to e-file a HRO</i></p> | <p>Certificate of Representation</p> <p>Law Enforcement Sheet http://www.mncourts.gov/default.aspx?page=513&item=576&itemType=formDetails</p> <p>Information Sheet about the Petitioner (<i>only the petitioner's contact information is needed</i>) http://j00000swebstg:85/forms/public/forms/Domestic_Abuse/Order_for_Protection/OFP104.doc</p> <p>Petition/Affidavit for HRO http://www.mncourts.gov/default.aspx?page=513&item=286&itemType=formDetails</p> <p>If requesting fees be waived pursuant to Minn. Stat. § 563.01: Affidavit for Proceeding In Forma Pauperis</p> |

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| | http://j00000swebstg:85/forms/public/forms/Fee_Waiver_In_Forma_Pauperis/IFP102.doc **Proof of income required per standing order |
| <i>One document per "lead document"</i> | Each identifiable document is defined as a "lead" document and should be submitted as a separate filing with its own filing code, with the exception of the Notice of Motion and Motion. <i>Do not "attach" documents to a lead document</i> |
| <i>E-service</i> | E-service is mandatory per MN Supreme Court Order |
| <i>Fees for e-filing</i> | Court filing fees have not changed since the start of e-filing. Tyler Technologies automatically assesses a \$5 credit card convenience fee and a \$3 e-service fee. If there is no statutory filing fee for a document that is being filed, there will be no \$5 convenience fee. The \$3 e-service fee is only charged when e-service is used and does not trigger the \$5 credit card convenience fee unless there is also a statutory filing fee. |
| <i>Court Fees</i> | Civil Filing Fee \$320 Motion Fee \$100 Plain Copies \$8 per document Certified Copies \$14 per document |
| <i>Waiver of Fees</i> | Minn. Stat. § 609.748, subd. 3a; 42 U.S.C. §§ 3796gg-5(a); 3796hh(c)(4)) Minn. Stat. § 563.01 |
| <i>Contact information for technical difficulties</i> | Tyler Technologies 800.297.5377 or efiling.support@tylertech.com |
| <i>Additional e-filing support contact information</i> | Live Chat: http://www.mncourts.gov/district/2/?page=4143 Or you may contact the Domestic Abuse and Harassment Office directly at 651-266-5130 |